


# Subcontractor Payment Tracking System



**Upload Data File Option**

## Subcontract Payment Record

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### INdiana Department Of Transportation

Subcontractor Payment Tracking System

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**Contract Number:**  **Subcontractor Name:**  DBE

<b>DBE used for Goal:</b>	Yes	<b>SubContract or Lease:</b>	Subcontract
<b>Total Sub Commitment Amt (\$):</b>	\$5,000.00	<b>Retainage Withheld (\$):</b>	\$0.00

Retainage Paid Information (if applicable):

<b>Retainage Paid Amount:</b> \$ <input type="text"/>	<b>Retainage Paid Date (mm/dd/yy):</b> <input type="text"/>
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Payment Information Paid to the Subcontractor (if applicable):

<b>Type of Work:</b> <input type="text" value="Select a work type"/>	<b>Amount Paid:</b> \$ <input type="text"/>	<b>Date Paid (mm/dd/yy):</b> <input type="text"/>	<b>Check/Transaction #:</b> <input type="text"/>
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Comments (limit 250 characters and spaces):

If you have problems with this application, please read the help file by clicking the 'Help' link in the upper right corner of the page. If you are still experiencing difficulties contact the INDOT Helpdesk at 317-232-5409.

By my submission of this electronic document, I AFFIRM, UNDER PENALTIES OF PERJURY, that the information contained herein is true and correct to the best of my knowledge, information and belief.

Indiana Department of Transportation - 2007

Links have been added to all web pages providing the additional selections of “File Upload” and an “FAQ” document. The “Manual Entry” option refers to the current window displayed.

## Payment File Location

The screenshot shows the Indiana Department of Transportation Subcontractor Payment Tracking System web interface. At the top, there is a header with the Indiana Department of Transportation logo and the text "INDiana Department Of Transportation". Below this, a navigation bar contains links: "Manual Entry", "File Upload", "Help", "FAQ", "Contact Us", and "Exit". The main content area features a "Browse..." button and an "Upload" button. A red arrow points from the "Browse..." button to a "Choose file" dialog box. The dialog box shows the "SPT" folder selected, containing several files including "Payment1.csv", "Payment2.csv", "Payment3.csv", "Payment4.csv", and "Payment5.csv". The "File name" field is set to "Payment1.csv" and the "Files of type" is set to "All Files (\*.\*)".

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Browse...

Upload

Choose file

Look in: SPT

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: Payment1.csv

Files of type: All Files (\*.\*)

Open

Cancel

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Click the "Browse" button to locate appropriate "csv" formatted file.

## Payment File Path



The screenshot shows the web interface of the Indiana Department of Transportation Subcontractor Payment Tracking System. At the top, there is a header with the Indiana Department of Transportation logo and the text "Indiana Department Of Transportation". Below this, a navigation bar contains links for "Manual Entry", "File Upload", "Help", "FAQ", "Contact Us", and "Exit". The main content area features a text input field displaying the file path "C:\Documents and Settings\isdunlap\Desktop\SamplePayData.csv" and a "Browse..." button. Below the input field is an "Upload" button. The background of the main content area is a light yellow color with a repeating pattern of the Indiana Department of Transportation seal. At the bottom of the page, there is a footer that reads "Indiana Department of Transportation - 2007".

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C:\Documents and Settings\isdunlap\Desktop\SamplePayData.csv

Browse...


Upload

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The path to the “csv” should be displayed after selection. Click the “Upload” button.

## Errors

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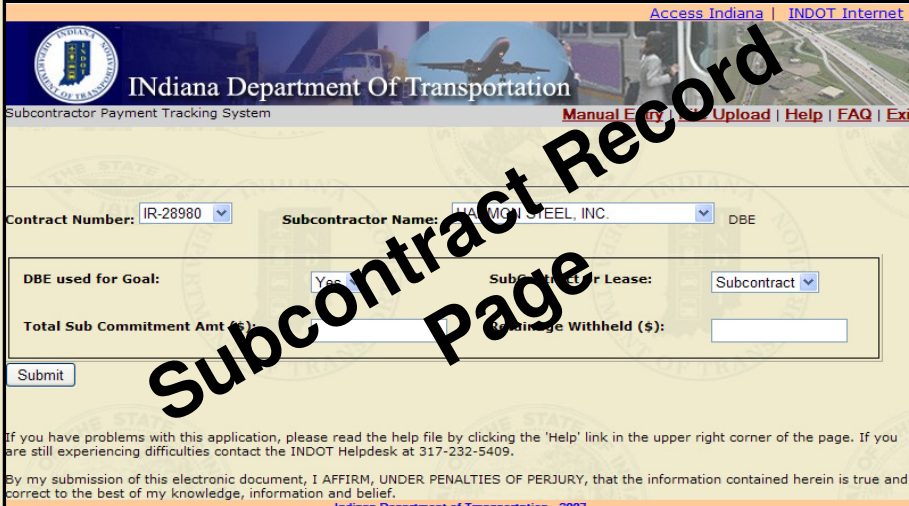
 **INdiana Department Of Transportation**

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Upload file was NOT processed, 3 Record(s) did not have corresponding initial information. Please Enter initial information for the following Contract Number and Sub Vendor before submitting upload file again.


SubVendor	ContractNbr
	RS28658
	R29409
	RS28468



The error displayed shows that the initial information for the listed subcontracts has not been submitted into SPT. This information is required prior to upload of the selected file. A button is provided to redirect you to the Subcontract Record page. After the initial information has been submitted, select the “File Upload” link to return to the upload page.

## Errors Cont'd

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**Following Records with \*\*\* have errors please correct the errors and upload the file.**

PrimVendor	SubVendor	ContractNbr	UNewAmount	UNewDate	CheckNum	TypeOfWork	RetPaidAmt	RetPaidDate	CreateDate	Comments
		IR28980	100.00	7/18/2006	57453	3	***222a.00	7/18/2006	8/12/2008 12:00:00 AM	just a test
		IR28980	***200a.00	7/22/2006	57232	4	333.00	7/22/2006	8/12/2008 12:00:00 AM	Test 2

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The error(s) displayed shows data identified with (\*\*\*) has not met the field(s) format requirements. Correct the data in the “csv” file and run the upload process again.

## Uploaded Data Screen Report

CONSTRUCTION COMPANY								
SubContractorID	Sub Contractor Name	Contract Number	Retainage Paid Date	Retainage PaidAmount	Payment Date	Payment Amount	Check Number	Type Of Work
Comments	A-1 STRIPING SERVICE INC	R -29752	08/04/2008	-100.00	08/04/2008	\$-407.00	64208	Furnish and Install
	This is just a test to see how it will print this on the report A.							
Comments	BANCROFT ELECTRIC INC	R -28277	06/09/2008	1.00	06/09/2008	\$34431.00	62954	Furnish and Install
	This is just a test to see how it will print this on the report B.							
Comments	BRADS-KO ENGINEERING & SURVEYING INC	R -28277	06/09/2008	1.00	06/09/2008	\$9409.00	62951	Furnish and Install
	This is just a test to see how it will print this on the report C.							
Comments	BRADS-KO ENGINEERING & SURVEYING INC	R -29752	08/04/2008	1.00	08/04/2008	\$1135.00	64221	Furnish and Install
	This is just a test to see how it will print this on the report D.							
Comments	BRADS-KO ENGINEERING & SURVEYING INC	R -29752	08/20/2008	1.00	08/20/2008	\$100.00	7777	Furnish and Install
	Carolyn's test comment 1							
Comments	BRADS-KO ENGINEERING & SURVEYING INC	R -29752	08/21/2008	1.00	08/21/2008	\$200.00	7771	Furnish and Install
	Carolyn's test comment 2							
Comments	BRADS-KO ENGINEERING & SURVEYING INC	R -29752	08/22/2008	1.00	08/22/2008	\$300.00	7772	Furnish and Install
	Carolyn's test comment 3							
Comments	BRADS-KO ENGINEERING & SURVEYING INC	R -29752	08/23/2008	1.00	08/23/2008	\$4100.00	7773	Furnish and Install
	Carolyn's test comment 4							
Comments	BRADS-KO ENGINEERING & SURVEYING INC	R -29752	08/24/2008	1.00	08/24/2008	\$5100.00	77377	Furnish and Install
	Carolyn's test comment 5							
Comments	BRADS-KO ENGINEERING & SURVEYING INC	R -29752	08/25/2008	1.00	08/25/2008	\$6100.00	4444	Furnish and Install
	Carolyn's test comment 6							

*The vendor ID's have been removed from this report.*

Date and time this entry was submitted: 8/25/2008 12:02:00PM

## **Details**

<b>Field Name</b>	<b>Data Type</b>	<b>Required</b>	<b>Description</b>
SubVendor	Char (14)	Yes	Subcontractor's tax number/Federal Tax ID.
ContractNbr	Char (15)	Yes	Contract number.
UNewAmount	\$	Yes, >0	Payment amount to subcontractor.
UNewDate	DateTime	Yes	The date payment was made to subcontractor.
CheckNum	Char (25)	Yes	The check number or transaction number of the reported payment.
TypeOfWork	Int	Yes, >=1 and <9	The code for the type of work the subcontractor preformed for the payment reported.
RetPaidAmt	\$	Yes, >=0	The amount of the payment to be applied toward the retainage amount that was reported withheld, if any, in part or whole.
Comments	Char (250)	No	Any comments pertaining to the reported payment.

### **Sample data file:**

SubVendor,ContractNbr,UNewAmount,UNewDate,CheckNum,TypeOfWork,RetPaidAmt,Comments  
352345677,R29409,100.00,2/18/2006,57453,3,222.00,just a test  
352345678,RS28211,200.00,3/22/2006,57232,4,333.00,Test 2  
353456789,RS28468,444.00,4/22/2006,57234,5,444,Test 3

<b><u>TypeOfWorkCode</u></b>	<b><u>Description of type work</u></b>
1	Furnish and Install
2	Furnish (Material and Handling)
3	Install (Labor and Equipment)
4	Labor
5	Material
6	Hauling
7	Equipment
8	Brokerage